

City of Jasper

Quality of Life Plan

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1.0 General Requirements

The City of Jasper has established and maintains a Quality of Life Plan (QLP) which explains how the City of Jasper manages the potential environmental impacts associated with municipal operations.

The scope of the City of Jasper's Quality of Life Plan includes the Street Department, Park Department, Wastewater, and City Hall.

1.1 Mission Statement

The City of Jasper's Mayor has defined Jasper's environmental mission statement and ensures that it:

- a) Commits to compliance with requirements and voluntary commitments;
- b) Commits to pollution prevention;
- c) Commits to continuous environmental improvement;
- d) Commits to sharing environmental decisions and performance information with the community; and
- e) Is adopted through an Executive Order, Resolution, or Ordinance.

See the signed copy of the City of Jasper's Mission Statement included as an attachment to this Quality of Life Plan.

2.0 Environmental Activities and Goals

2.1 Roles and Responsibilities

The City of Jasper has established and maintains a procedure (QLPP-001) to assign clear roles and responsibilities for stakeholders and local government personnel to implement, train, monitor, and maintain Quality of Life Plan procedures and goals.

2.2 Environmental Aspects

The City of Jasper has established and maintains a procedure (QLPP-002) to identify and prioritize the environmental aspects of its activities, products, and services that it can control and those that it can influence, taking into account planned or new developments, or new or modified activities, products, and services in order to determine those, which have or can have significant impacts on the environment. The City of Jasper selects five aspects associated with their operations and identifies objectives and targets to minimize the associated environmental impacts.

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2.3 Legal and Other Requirements

The City of Jasper records and updates legal and regulatory requirements associated with the environmental aspects and ensures compliance with all applicable environmental laws, regulations, and permit conditions by using one or more of the following resources:

- City attorney
- Department managers
- Training and education
- Professional associations (Household Hazardous Waste Taskforce)
- IDEM Website (www.in.gov/idem)
- IDEM's Compliance and Technical Assistance Program
- Consulting firm
- OSHA (www.osha.gov)
- IOSHA (<http://www.in.gov/dol/iosha.htm>)
- EPA (www.epa.gov)
- Code of Federal Regulations (<http://www.gpoaccess.gov/nara/index.html>)
- State Board of Accounts

2.4 Objectives, Targets, and Environmental Action Plans

The City of Jasper has established and maintains documented objectives and targets for five environmental aspects (QLPP-002-02). These objectives and targets are translated into action plans which define actions and responsibilities for fulfilling the objectives and targets.

These action plans specify the following:

- How the stakeholder group will work towards achieving the objective or target;
- Responsibility for achieving the objective and target;
- Time frame for achieving the objective and target; and
- Measurement parameters (where practicable) to determine progress towards objectives and targets.

3.0 Implementation and Operation Procedures

3.1 Document Control

Controlling the issue, access, and revision of Quality of Life Plan documentation ensures that each employee has the most current version of a particular document that is relevant to the employee's activities. The City of Jasper has established and maintains a procedure (QLPP-003) to control all Quality of Life Plan documents to ensure that:

- Documents can be located;
- Current versions of relevant documents are available where activities relating to environmental issues are performed;

City of Jasper Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedures. Printed documents are not controlled or updated.

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- Obsolete documents are promptly removed from points of issue and points of use to prevent their unintended use;
- Obsolete documents, if retained for historical purposes are clearly identified as obsolete to prevent their unintended use;
- The processes and related responsibilities for creating, revising, reviewing, and approving various forms of Quality of Life Plan documentation are established and maintained; and
- Documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period.

Procedures and responsibilities have been established and maintained concerning the creation and modification of the various types of documentation. (Records are considered a special type of document and are discussed in Section 3.2 of this plan.)

3.2 Record Keeping

The City of Jasper has established and maintains a procedure (QLPP-004) for the identification and maintenance of environmental records. QLP and environmental records provide objective evidence that City of Jasper is following the requirements identified in the QLP. These records include training records and the results of audits and reviews.

3.3 Environmental Awareness and Competence

The City of Jasper ensures employees' environmental awareness and competence through one or more of the following methods:

- Monthly department managers meetings
- Departmental meetings (weekly or monthly depending on department)
- Bulletin Boards
- Inserts with paychecks
- Fact Sheets
- Safety committee meetings and audits on city buildings and facilities
- Including environmental information in departmental policy/procedures manual
- E-mails
- Memos

Department managers and the Personnel/Safety Director are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.). Use the document titled, "Environmental Training Record" or a similar document to record trainings.

3.4 Emergency Preparedness and Response

Proper preparations for and responses to emergency situations minimizes adverse environmental impacts in the event of an actual emergency. To minimize these impacts, the City of Jasper has established and maintains a procedure (QLPP-005) to identify and respond to environmental emergencies and prevent and mitigate the associated potential environmental impacts.

3.5 Communication & Community Outreach

Internal and external communications provide valuable input for the City of Jasper to adjust the ways in which they manage environmental issues. The City of Jasper has established and maintains a procedure (QLPP-006) for internal and external communication regarding environmental issues and sharing environmental progress and performance information with the community and local businesses.

4.0 Monitoring and Progress Review

4.1 Progress Review

The stakeholder committee will meet at least quarterly to discuss progress on Quality of Life Plan implementation and the status of objectives and targets. QLPP-001, QLPP-001-01, and QLPP-002-03 identify the roles and responsibilities specific to the various members of the committee for reviewing progress on objectives and targets and implementing the procedures identified within the Quality of Life Plan. Results from quarterly meetings and annual audits will be managed following the Document Control (QLPP-004) and Record Keeping (QLPP-005) procedures to ensure continual environmental improvement.

4.2 Internal Audit

Internal audits provide the means for identifying opportunities to improve the effectiveness of the QLP. The City of Jasper has established and maintains a procedure (QLPP-007) for annual Quality of Life Plan audits to be carried out, in order to determine if the QLP is being properly implemented and maintained.

4.3 CLEAN Annual Performance Report

The City of Jasper is required to submit a CLEAN Community Challenge Annual Performance Report for each year of membership. The report is due two months after the anniversary of their designation. The report includes progress towards objectives and targets and results from the annual Quality of Life Plan audit. The CLEAN Annual Performance Report can be found on the CLEAN website (www.cleancommunities.IN.gov) or by contacting the CLEAN Community Challenge Program Manager at 800-988-7901.

Revision Date	Nature of Change	Review and Approval
September 15, 2009	Original Issue	